


# VACANCY NOTICE

CS-376  
REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Human Services Business Officer</u>	CLASSIFICATION CODE: <u>02648200</u>
	SALARY RANGE: <u>A22/\$40834-47079</u>	REFERENCE POSITION NO.: <u>1236-10000-168</u>
	Department of Human Services	APPLICATION PERIOD: <u>9/24/10 - 9/30/10</u>
	Division/Section/Unit <u>HCQF&amp;P/Rate Setting</u>	<b>GRACE PERIOD ENDS</b> <u>10/5/2010</u>
	Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY - PREVIOUS APPLICANTS NEED NOT REAPPLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>600 New London Ave., Cranston</u>
	Restrictions/Limitations: <u>Restricted to LTPS - subject to return of incumbent</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is * <u>  </u> is not <u>  X  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATE</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete the application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, your title and Number.	
	<b>Most Important</b> - Please include:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you were hired</li> <li>Date you entered State service</li> </ul>	
	<b>*** In certain agencies, bargaining union applications are given preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANTS:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you must be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information given will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>E-VERIFY PROGRAM EMPLOYER</b>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	This position will report to the Chief Rate Setting Analyst within the Division of Health Care Quality, Finance and Purchasing, Rate Setting Unit. Responsibilities include, assisting in the field audit program of Nursing Care Facilities to determine rates for reimbursement for services delivered in accordance with the Principles of Reimbursement. Other duties include performing field audits, preparing reports, attending exit conferences, conducting studies on provider costs, assisting the unit administrator by coordinating recoveries of third party liability activities; collection and dissemination of TPL information to field staff, and performing other related duties as required.	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>Education:</b> Graduation from a college of recognized standing with specialization in Accounting or Business Administration. <b>Experience:</b> Employment in a public agency or in private industry involving professional accounting and/or professional auditing work. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	<b>Minimum Education &amp; Experience</b>	
	<b>Where to Apply</b>	
	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME to:</b> Ann DeBonis OHHS Human Resources Service Center Benjamin Rush Building 600 New London Avenue Cranston, RI 02920	
		
	<b>STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER</b>	